



Early Childhood
Innovation Center

**Delaware Recognizing Individuals'
Success in Early Care and Education
(DE RISE)
Scholarship Program Manual**

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1. Purpose of the DE RISE Scholarship Program

The purpose of the Recognizing Individuals' Success in Early Care and Education (DE RISE) Scholarship Program is to provide Delaware's early childhood education workforce with the professional knowledge, skills, and credentials to support young children's positive development and learning. It supports educators on a career pathway of stackable, portable, and transferable early childhood education professional credentials.

DE RISE is designed to provide financial assistance, navigation assistance, and advising to early childhood educators employed in The State of Delaware working directly with children ages birth to second grade in an [Office of Child Care Licensing \(OCCL\) licensed child care](#) and other programs approved by the Delaware Department of Education (DDOE).

The DE RISE Scholarships are administered by the Early Childhood Innovation Center (ECIC) at Delaware State University (DSU) in collaboration with the Delaware Department of Education (DDOE) Early Childhood Support (ECS) team.

The ECIC administers:

- Financial aid: CDA® fees, Quorum fees, higher education tuition and required fees.
- Support, milestone, and completion stipend payments to DE RISE scholars.
 - The ECIC does not bear responsibility for any stipend payments that are misdirected or intercepted by individuals other than the intended recipient. As outlined in policy, DE RISE Scholars have the choice to opt out entirely or to select a preferred payment delivery method, such as receiving a check or utilizing ACH transfer.
- Technology Supports: Laptop and Microsoft Office Suite
- Advising: for career development for early childhood professionals, navigating institutions of higher education, and progress toward degree completion.

The ECIC maintains a list of approved CDA® training providers and institutions of higher education for the purpose of the scholarship and is available through the website at ECIC.desu.edu

Once someone has been awarded a DE RISE Scholarship they will then be referred to as a DE RISE Scholar.

2. ECIC and Delaware Department of Education Responsibilities

The Early Childhood Innovation Center (ECIC) at Delaware State University (DSU) is dedicated to designing and implementing innovative solutions for the Delaware early childhood workforce. The ECIC priorities include a statewide strategy to recruit, support, and achieve the Child Development Associate credential (CDA®) with intense and academically comprehensive supports; redesign and implement a statewide scholarship model to support the completion of the CDA®, approved associate and bachelor's degrees in early childhood education. The Delaware Department of Education (DDOE) is a funding partner of the DE RISE Scholarship Program.

2.1 Responsibilities of the ECIC for the DE RISE Scholarship Program

The ECIC is a partner of the Delaware Department of Education (DDOE) that is implementing many workforce initiatives, of which the DE RISE Scholarship is one. The ECIC responsibilities for the DE RISE Scholarship Program include:

- Conducting outreach to the Delaware early childhood education workforce, high school Early Childhood Teacher Academies, and institutions of higher education on the availability and elements of the scholarship.
- Receiving applications and information requests from potential DE RISE Scholarship applicants.
- Processing DE RISE Scholarship applications, letters, and emails informing applicants of acceptance or ineligibility.
- Assigning and overseeing advisors working with students.
- Making direct payments for CDA® credential learning and assessment fees.
- Making direct payment for Quorum (if applicable)
- Making direct payments to approved institutions of higher education for tuition and required fees
- Reviewing all documents to determine eligibility status for processing stipend payments.
- Providing a laptop and Microsoft Office Suite on a one-time basis only.
- Maintaining the records of the DE RISE Scholarship program through a third-party vendor.
- Monitoring DE RISE Scholarship recipients for adherence to the program eligibility requirements.
- Supporting CDA® attainment through comprehensive and self-guided models for early childhood educators pursuing their CDA®.
- Assisting DE RISE Scholars with CDA® testing center coordination statewide.
- Supporting DE RISE Scholars with the coordination of professional development specialists (PDS) administering classroom observations.
- Supporting recruitment and retainment efforts for early childhood educators who are currently in a CDA® attainment program or who want to join.

3. Types of Scholarships

The ECIC administers two types of scholarships: One for attaining and/or renewing the CDA® and one for individuals enrolled in associate or bachelor's degree programs in early childhood education at approved institutions of higher education. Non-declared students may be eligible for a one-time coverage of up to 9 credits through the DE RISE scholarship program.

Current DE RISE Scholarship Programs as of May 2023 are:

- Associate Degree Scholarship
- Bachelor's Degree Scholarship
- Child Development Associate® (CDA®) Credential Comprehensive Scholarship
- Child Development Associate® (CDA®) Credential Self-Guided Scholarship
- Child Development Associate® (CDA®) Credential Voucher Only Scholarship
- Child Development Associate® (CDA®) Credential Renewal Scholarship
- Child Development Associate® (CDA®) Credential High School Scholarship
- Quorum Scholarship

The DE RISE Scholarships are not available for:

- Other training, credential certificates, or degrees,

- College course credit not associated with an approved early childhood education competency-based degree program.
- Professional Learning Assessments, Credit for Prior Learning review, or test-out options.

4. All DE RISE Scholarship Eligibility Requirements

All DE RISE scholarship applicants with the exception of the DE RISE Child Development Associate® (CDA®) Credential High School Scholarship are required to:

- Be working a minimum of twenty (20) hours per week directly with children in a early care and education program licensed through the Delaware Office of Child Care Licensing (OCCL). Approved programs include family child care, center based, school age, or OCCL licensed state-funded preschool settings.
- Student teaching or a yearlong residency still must meet the twenty (20) hours per week in the State of Delaware with children in a licensed child care facility.
- Be working a minimum of fifteen (15) hours per week directly with children in an Office of Child Care Licensing (OCCL) licensed early care and education program or a OCCL licensed state-funded preschool setting in a local school district in approved traditional and non-traditional settings that is only open part time.
 - This is **ONLY** available to those in programs that are **ONLY** open part time such as before and after school care.
- Provide two (2) of their most-recent paystubs within ninety (90) days from the date of application submission to verify the employment requirements above.
- Hold a minimum of a high school diploma or GED® equivalent from an accredited institution.
 - High school diplomas from the following high school **will NOT be accepted**: (this list is subject to change based on DDOE approval)
 - Ashworth College (Georgia)
 - PRISM
 - Penn Foster
 - GED program towards proof of high school completion will be accepted, but early childhood program courses will not be accepted.
 - Cornerstone Christian Correspondence School (Georgia)
 - Career Institutes
 - Cornerstone Christian or Bible School (Hartly, DE)
 - Ber Christian Academy
 - B.E.R Academy
B.E.R Christian High School
 - Bertha E. Roach Academy
 - Bertha Roach Christian High School
 - Bertha Roach Christian School
 - Bertha Elizabeth Roach Christian School
 - Bright Rock Christian Academy
 - The Enlighten Center
- Can only engage and/or participate in one ECIC DE RISE Scholarship at a time.
 - Example: Received their CDA® Credential as a result of participating in the DE RISE CDA® Credential Comprehensive Scholarship program then can move on to the DE RISE Associate Degree Scholarship.
- Can only select one (1) Institute of Higher Education (IHE) at a time
- Cannot be working on two (2) different Early Childhood Education (ECE) degrees at two (2) separate IHEs.

5. DE RISE Associate and Bachelor's Scholarship

5.1 Approved Institutions of Higher Education and Degree Programs

The ECIC maintains a list of approved institutions of higher education for the DE RISE Associate and Bachelor's Scholarships. This list may be updated as additional institutions or degree programs at institutions are approved, or an institution is removed from the approved list.

As of April 1, 2023, the approved institutions of higher education and degree programs are:

| Approved IHE | Approved Degree Program |
|---|--|
| Clackamas Community College | <ul style="list-style-type: none"> • Early Childhood Education and Family Studies |
| Delaware Technical Community College | <ul style="list-style-type: none"> • Early Care & Education Birth to Second Grade • Early Childhood Development |
| Delaware State University | <ul style="list-style-type: none"> • Early Childhood Education Birth to Grade 2 (Licensure) |
| University of Delaware | <ul style="list-style-type: none"> • Early Childhood Education • Human Services-Early Childhood Development Concentration |
| University of the Potomac | <ul style="list-style-type: none"> • Early Childhood Development (Spanish) |
| Wilmington University | <ul style="list-style-type: none"> • Early Care & Education Birth to Grade 2 (Licensure) • Education Studies (Non-Licensure) |

5.2 Tuition and Fees Covered and Not Covered

The DE RISE Associate and Bachelor's Scholarship will pay for up to thirteen (13) approved degree program credits per semester and approved fees after Pell Grants, SEED, and other scholarships are applied first.

The ECIC will only pay for a class one (1) time. If the scholar fails a class that the ECIC has paid for then they will be responsible for payment when the class needs to be retaken.

| Associate and Bachelor's Degree (<i>per IHE</i>) |
|---|
| DELAWARE TECHNICAL COMMUNITY COLLEGE |
| <p>Fees Covered by the ECIC</p> <ul style="list-style-type: none"> • Tuition: \$152.50 per credit hour (<i>In-state</i>), \$381.25 per credit hour (<i>Out-of-state</i>) • Registration per semester: \$15 • Student Service: \$20 • Tech Support: \$10 (for all credit hours taken) • Lab: by course, accessed by pulling up specific course during registration process. Covered for courses listed on approved Course Sequence sheets for ECE programs. • Evaluation of Prior Learning/Work Experience: a fee equivalent to tuition for a one-credit course will be charged for each course in which a student requests credit. (<i>Subject to change per Delaware Policy on Credit for Prior Learning</i>) • Graduation: \$100.00 (optional for the student to participate, only paid if participating in graduation ceremonies) <p>Fees Not Covered by the ECIC</p> <ul style="list-style-type: none"> • Initial Admission/Application Fee • Healthcare Program Fee • Late Registration Fee • Credit by Examination • CPR/First Aid • Malpractice • Stewards of Children |

Statement on fees: “All students who register for fall, spring, and summer sessions will be assessed a \$15 Registration fee per session for credit courses only. The Registration fee is non-refundable.” Student Service Fee: “for students taking credit courses, a nonrefundable fee of \$20 per semester for full-time and part-time student will be charged by each campus. “Senior citizens are exempt from paying this fee.” Technology Support Fee: “\$10 per credit for all credit hours taken per semester to support cost of technology, instruction/course materials, and Internet e-mail/access for all credits taken. (Per website and confirmed through phone call)

DELAWARE STATE UNIVERSITY

Fees Covered by the ECIC

- Full-time Enrollment:
 - Tuition = \$4,269 per semester (\$8,538 year) full-time, in-state
 - Fees = \$760 semester (\$1520 year)
 - Prior Learning Assessment Fees (dependent upon number of credits reviewed)
- Part-Time Enrollment:
 - Tuition = \$346 per credit hour
 - Registration fee = \$50
 - Technology fee = \$250
 - Student Center Complex Fee = \$225
 - Student Activity Fee = \$135
 - Athletic Fee = \$75

Fees Not Covered by the ECIC

- Initial Admission/Application Fee
- Student Health Insurance Fee
- Housing Fees
- Meal Plan Fees
- Payment Plan Enrollment Fee
- CPR/First Aid
- Malpractice
- Stewards of Children

Statement on fees: The fees shown include “mandatory fees for every full-time student which are the Student Activity Fee, Student Center Complex Fee, Technology Fee, and Athletic Fee. Students with adequate health insurance coverage may be able to opt/waive out of this fee.” (Per website and confirmed through phone call)

WILMINGTON UNIVERSITY

Fees Covered by the ECIC:

- **Tuition** (New Castle County) = \$409 per credit
- **Registration** fee = \$30 per semester
- **Graduation** fee = \$100
- **Lab & Course specific** fees vary by course = \$60 - \$300
- **Prior Learning Assessment** = \$123

Fees Not Covered by the ECIC:

- Initial Admission/Application Fee
- Credit by Exam
- Transcript Request Fee
- Returned Check Fee
- CPR/First Aid
- Malpractice
- Stewards of Children

Statement on fees: Per the Admissions Office at Wilmington University, “all fees, Application, Registration, and Graduation is mandatory for all students.”

UNIVERSITY OF DELAWARE

Fees Covered by the ECIC for an associate degree:

- In-state **tuition** \$2,331 (13 credits)

- **Mandatory** fees = \$155

Fees Covered by the ECIC for a bachelor's degree:

- In-state **tuition** = \$7,020 (13 credits)
- **Mandatory** full-time fees = \$1,020
- **Indirect** costs = \$2,800
- Prior Learning Assessment

Fees Not Covered by the ECIC:

- Initial Admission/Application Fee
- Indirect Costs
- Housing and Food
- Application for Undergraduate Readmission
- Installment Plan or Penalty Fees
- Late Payment Fees
- Transcript Fees
- CPR/First Aid
- Malpractice
- Stewards of Children

Statement on fees: "All full-time undergraduate students are responsible for mandatory fees in the Fall and Spring semesters." (Per website and confirmed via phone call)

CLACKAMAS COMMUNITY COLLEGE

Fees Covered by the ECIC:

- **Tuition** = \$291 per credit
- **General Student and Tech** Fee = \$13 per credit
- **College Services Fee** = \$30 per term
- **Courses Fees** = Vary depending on class, found in Schedule of Classes

Fees Not Covered by the ECIC:

- Initial Admission/Application Fee
- Late Payment Fee
- Non-refundable Third-Party Billing Fee
- Returned Bank Item Fee
- CPR/First Aid
- Malpractice
- Stewards of Children

Statement on Fees: All fees are required. The Billing Policy states: "by registering for any class or receiving any service from CCC, you accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of your registration and/or receipt of services."

UNIVERSITY OF THE POTOMAC

Fees Covered by the ECIC:

- **Associate degree** = \$720 per 3 credits (total cost per class \$843.75)
- **Bachelor's degree** = \$720 per 3 credits (total cost per class \$843.75)
- **Registration** Fee = \$100
- **Technology** Fee = \$123.75 per 3-credit course
- **Resource** Fee = * dollar amount not provided, see statement below
- **Graduation** Fee = \$100

***NOTE: two 8-week sessions equal one semester. So, two courses per sessions equate to full-time enrollment (12 credits per 16 weeks semester).**

Fees Not Covered by the ECIC:

- Initial Admission/Application Fee
- Books
- Proficiency Examination

- Portfolio Fee
- Transcript Fee
- Returned Check Fee
- Late Fees
- CPR/First Aid
- Malpractice
- Stewards of Children

Statement on Fees: “A student’s tuition rate will be locked in for the duration of the degree program. Students also pay a resource fee which includes all e-textbooks, access to UOTP online library and many other tools to help enhance their educational experience.”

5.3 Support Incentives

Technology Support

The ECIC will provide each DE RISE Associate or Bachelor’s scholar with a laptop and a license for Microsoft Office Suite upon approval of the application and required documents. The use and responsibility for the laptop follows the guidelines set out by the ECIC as indicated here:

- One (1) ECIC issued laptop and one (1) Microsoft Office Suite® will be given free of charge for the sole use and benefit as a learning tool. Any other programs, software, internet access, etc. will be the DE RISE Scholar’s responsibility to purchase and maintain.
- DE RISE Scholars will only receive one (1) laptop and one (1) Microsoft Office Suite for the entire duration as a DE RISE Scholar regardless of any semester(s) or time missed, lapsed time, acceptance in any other DE RISE Scholarship opportunities offered by the ECIC, etc.
- The laptop is being provided for the DE Rise Scholars use during their time as a DE RISE Scholarship participant in conjunction with the ECIC. If a DE RISE Scholar participation comes to an end for any reason before program completion, it is the DE RISE Scholar’s responsibility to return the laptop, in good condition to the ECIC.
- DE RISE Scholars are solely responsible for the conduct with which the laptop, its software, and other resources accessed by the laptop are used.
- DE RISE Scholars are responsible in the event that the laptop becomes corrupted, must be reset or replaced, or is lost.
- DE RISE Scholars are responsible for the overall maintenance and upkeep of the laptop including (virus protection).
- DE RISE Scholars must email ECIC@desu.edu within seven (7) calendar days of the date the Laptop Release Agreement was signed to report any technical issues with the laptop and/or Microsoft Office Suite. Any issues after the seven (7) calendar days are the DE RISE Scholar’s responsibility.
- All communication services and equipment, including messages transmitted or stored by them, are the sole responsibility of the recipient.
- Normal maintenance and care of the laptop is the responsibility of the scholar.
- Laptops that are lost, stolen, or damaged, will not be replaced.
- If the product key for Microsoft Office Suite is lost, stolen, or damaged, it will not be replaced.

Support Stipend

Each DE RISE Associate or Bachelor’s scholar will receive a support stipend of \$250 for each approved semester following a 3-semester schedule, Fall, Spring, Summer.

The Support Stipend will be issued via direct deposit or by a mailed check depending on the method selected on the DE RISE Associate or Bachelor’s Scholarship Application. The Support Stipend will be issued after the add drop period related to each IHE and all the following have been completed and received by the ECIC:

- DE RISE Scholarship Laptop Release Agreement
- Authorization for use of Image, Voice, Performance, Artwork or Likeness (Photo Release) Form
- Early Childhood Innovation Center (ECIC) Informed Consent Form
- Official/Unofficial Transcript
- Enrollment verification from the IHE that the DE RISE Associate or Bachelor's scholar is still enrolled and actively taking classes.

5.4 Associate Degree Milestone Stipend

A DE RISE Associate Scholar has the opportunity to receive a one-time two thousand five-hundred-dollar (\$2,500) milestone stipend issued along with the Semester Support Stipend (as outlined in section 5.3) if the following additional criteria has been met:

- Completion of thirty (30) approved early childhood degree program credits while participating in the DE RISE Associate Scholarship program.
- A 2.5 overall GPA at the time of credit obtainment
 - If the DE RISE Associate Scholar's overall GPA is lower than a 2.5 at the time of credit obtainment, they will not be eligible to receive the Milestone Stipend.
- Continuous enrollment and participating in the DE RISE Associate Scholarship program.

5.5 Associate Degree Completion Stipend

A DE RISE Associate Scholar may apply to receive a one-time **five-thousand-dollar (\$5,000)** completion stipend if the following criteria has been met:

- Completion of the approved degree program while participating in the DE RISE Associate Scholarship program with satisfactory academic progress.
 - An official transcript and/or official diploma listing the conferral date must be provided to the ECIC for review to validate the completion of the approved degree.
- Maintain (6) months or nine (9) months (**ONLY** available to programs that are open part time such as before and after school care) of consecutive employment for at least 20 hours per week in the State of Delaware serving children prenatally through 2nd grade and/or their families. The six (6) months of consecutive employment requirement will begin based on the date indicated on the DE RISE Associate Scholar's diploma. Employment includes but is not limited to:
 - Family child care providers
 - Large family child care providers
 - Center-based assistant teachers
 - Center-based teachers
 - Center-based curriculum coordinators
 - Center-based administrators
 - Part C service coordinators
 - Allied health professionals
 - Mental health contractors,
 - Department of Health and Social Services (DHSS) case managers
 - Home visitors
 - School-based teachers
- The six **(6) month continuous employment** has two specific caveats:
- If a scholar switches approved employers, they can **NOT** have more than a four (4) week gap in employment.
 - Example: Two (2) months at Early Center and then gets hired at ABC123 Center. Must work at ABC123 Center for an additional Four (4) months. Actual work time must be 6 full months and does not include the transition time between employment

- If a person is working at a program that closes over the summer, such as Head Start or another part year program (NOT part time program such as before and after care), the months the program is shut down will NOT count against the person.
 - Example: Sally gets their CDA® in May and then works at Head Start for two (2) months. The program closes over the summer. They begin work again in September and must work four (4) additional months. The four (4) week gap restriction does NOT apply to people who work in part YEAR programs like Head Start.

5.6 Bachelor's Degree Continuation Stipend

A DE RISE Bachelor's Scholar could receive either a one thousand dollar (\$1,000) **or** five hundred dollar (\$500) one-time continuation stipend (cannot receive both) if the following criteria has been met:

- **The one-thousand-dollar (\$1,000) Continuation Stipend criteria:**
 - Accepted (date listed on the official approval letter) into the DE RISE Bachelor's Scholarship program within six (6) months of the approved degree program conferral date while participating in the DE RISE Associate Scholarship program.
- **The five-hundred-dollar (\$500) Continuation Stipend criteria:**
 - Accepted (date listed on the official approval letter) into the DE RISE Bachelor's Scholarship program within twelve (12) months of the approved degree program conferral date while participating in the DE RISE Associate Scholarship program.

The Continuation Stipend will be issued along with the Semester Support Stipend (as outlined in Section 5.3)

5.7 Bachelor's Degree Completion Stipend

A DE RISE Bachelor's Scholar may apply to receive a one-time **ten-thousand-dollar (\$10,000)** completion stipend if the following criteria has been met:

- Completion of the approved degree program while participating in the DE RISE Bachelor's Scholarship program with satisfactory academic progress.
 - An official transcript and/or official diploma listing the conferral date must be provided to the ECIC for review to validate the completion of the approved degree.
- Maintain (6) months or nine (9) months (ONLY available to programs that are open part time such as before and after school care) of consecutive employment for at least 20 hours per week in the State of Delaware serving children prenatally through 2nd grade and/or their families. The six (6) months of consecutive employment requirement will begin based on the date indicated on the DE RISE Bachelor's Scholar's diploma. Employment includes but is not limited to:
 - Family child care providers
 - Large family child care providers
 - Center-based assistant teachers
 - Center-based teachers
 - Center-based curriculum coordinators
 - Center-based administrators
 - Part C service coordinators
 - Allied health professionals
 - Mental health contractors,
 - Department of Health and Social Services (DHSS) case managers
 - Home visitors
 - School-based teachers
 - School-based principals

5.8 Satisfactory Progress

To remain eligible for the DE RISE Associate and Bachelor's Scholarship, a DE RISE Scholar must maintain a 2.5 overall grade point average (GPA) per semester and continuous enrollment in an approved degree program at an approved institute of higher education (IHE). Students are responsible for understanding teacher preparation programs expectations including GPA requirements.

If a scholar drops below the required 2.5 GPA a Student Success Plan will be developed between the scholar and ECIC Scholarship Coordinator.

5.9 Required Progress Update Meetings

DE RISE Associate and Bachelor's Scholars will be required to participate in three (3) progress update meetings with the ECIC Scholarship Coordinator throughout each semester. The purpose of the progress update meetings are to ensure success, ensure satisfactory progress through the program, and provide guidance on matters that include but are not limited to:

- The sequence of courses to degree completion as set by the institution of higher education.
- Course registration.
- Satisfactory progress through a course, semester, and degree program.
- Access or referral to technology support, disabilities accommodations, tutoring, English as a Second Language (ESL) classes.
- Participants agreements.
- FAFSA application and submission.
- Purchase or rental of required textbooks.
- Accessing transcripts.

5.10 Withdrawal or Lapse

DE RISE Associate and Bachelor's scholars may have circumstances that lead to the withdrawal from a course(s) or require a lapse in consecutive semesters. If this is to happen the DE RISE Associate and Bachelor's scholars MUST do the following within 24 to 48 hours prior to the withdraw and/or at the end of the semester prior to the semester(s) that will be lapsed:

1. Notify the ECIC Scholarship Coordinator.
2. Set up a meeting with the ECIC Scholarship Coordinator.
 - a. This meeting will determine if there are supports available so that the withdrawal is not needed or to establish that it is in the best interest of the DE RISE Associate and Bachelor's scholar to withdraw from course(s), or a lapse in consecutive semesters.
3. Follow the withdraw procedure set forth by your current college/university.

If the DE RISE Associate or Bachelor's scholar can withdraw from their ECIC approved courses prior to the add/drop period they will need to follow the deadline set forth by their IHE and officially withdraw. Failure to do so will result in the DE RISE Associate or Bachelor's scholar being fully responsible for all tuition and fees for that semester.

If the DE RISE Associate or Bachelor's scholar cannot withdraw from their ECIC approved courses due to missing the add/drop deadline, the ECIC will assume the tuition and fee expenses as specified in their approved third-party billing agreement.

The ECIC will make exceptions about continued eligibility for the DE RISE Associate and Bachelor's Scholarship and related stipends on a case-by-case basis.

5.11 Course and/or Schedule Change

The DE RISE Associate or Bachelor's scholar wanting to make any changes to their already approved courses (add, drop, etc.) and/or semester schedule must schedule a meeting with the ECIC Scholarship Coordinator to discuss the change prior to making any changes within two (2) weeks from the start date of the semester.

Once the ECIC Scholarship Coordinator determines that the change can be made the DE RISE Associate or Bachelor's scholar will receive an updated approval letter within five (5) business days after the completed and updated documents have been received by the ECIC pending all documents are accurate and approved.

If the DE RISE Associate or Bachelor's scholar fails to notify and/or follow the guidelines above the ECIC will not be responsible to submit payment to the IHE for the changes made to the already approved courses and/or semester schedule.

5.12 Application Process

The ECIC will provide the DE RISE Associate and Bachelor's Scholarship applications through the DelawareECE portal <https://portal.delawareece.com/>. All applicants must complete and submit the application online.

New DE RISE Scholar Applicants

The DE RISE Associate and Bachelor's Scholarship application will open for new applicants in June of each year for the fall semester.

Returning DE RISE Scholars

The DE RISE Associate and Bachelor's Scholarship application will be available for returning DE RISE Associate and Bachelor's Scholars that must be completed each semester based on the dates listed in the DelawareECE portal <https://portal.delawareece.com/>

Required Documentation-New/Returning for Fall Semester

The following documents are required to be signed and/or uploaded as a PDF document to the DE RISE Associate or Bachelor's Scholarship application for both new and returning applicants in June for the fall semester each year:

- College Transcript (official/unofficial) listing the DE RISE Scholar's full name and college/university
 - Screenshots will not be accepted.
 - Password documents will not be accepted.
- Course Schedule for upcoming semester listing the DE RISE Scholar's full name and college/university
- FAFSA Student Aid Report (SAR)
 - Instructions on how to view the SAR: <https://studentaid.gov/apply-for-aid/fafsa/review-and-correct/sar-student-aid-report>
- FERPA Release Form
 - Jennifer Seo, Scholarship Coordinator at the Early Childhood Innovation Center
- Two (2) of your most recent paystubs
- Voided Check or A Direct Deposit Authorization Form (can be requested from your bank)
 - This is for the stipend payments
- Completed W-9 form. [Click here to download the W-9 from the official IRS website](#)

- Signed DE RISE Associate and Bachelor’s Scholarship Agreement

5.13 Application Review and Decision Process

After the DE RISE Associate and Bachelor’s Scholarship application is submitted by the applicant, the Scholarship Coordinator will review the application.

If during the review process any documents or information need to be corrected or clarification is needed. The applicant will receive a “More Information” email requesting clarification or missing documents. Applicants will have forty-eight (48) hours to make the requested updates.

Approval and ineligibility letters will be issued to the DE RISE Associate and Bachelor’s Scholarship applicant via the email address listed in the application no later than fifteen (15) business days after the DE RISE Associate and Bachelor’s Scholarship application closes.

5.14 Student Teaching

To maintain eligibility for the DE RISE Associate or Bachelor’s Scholarship, a student teaching practicum needs to be with children birth to age 5 (not including Kindergarten) in an Office of Child Care Licensing (OCCL) licensed early care and education program or a OCCL licensed state-funded preschool setting in a local school district in approved traditional and non-traditional settings. Therefore, Clinical Placement Coordinators will need to ensure that placements include birth to Pre-K practicums. Along with the working requirements in [Section 4. All DE RISE Scholarship Eligibility Requirements](#).

If Clinical Placement Coordinators require assistance with these placements or contact information for them, the ECIC can assist with that in consultation with the Delaware Department of Education, Office of Early Learning.

Failure to complete student teaching in a birth to age 5 program will result in ineligibility of DE RISE Scholarship funds. The ECIC will not pay tuition fees for Student Teaching Practicums that are not within the early childhood field.

6. DE RISE CDA® Comprehensive Scholarship

If an applicant has already received an associate or bachelor’s degree in early childhood education, they are not eligible for the ECIC DE RISE CDA® Comprehensive Scholarship.

Administrators in an early childhood program who are not actively and consistently teaching the required minimum of 20 hours a week in a classroom are not eligible for the ECIC DE RISE CDA® Comprehensive Scholarship per the CDA® Council for Professional Recognition.

6.1 CDA® Comprehensive Scholarship Cohort Assignment

The DE RISE CDA® Comprehensive Scholarship is a cohort model that prepares DE RISE CDA® Comprehensive Scholars to meet all the requirements for the international CDA® credential from the Council for Professional Recognition.

The ECIC will assign awarded DE RISE CDA® Comprehensive Scholars to a CDA® cohort based on their employment location. The CDA® cohort coach will contact the DE RISE CDA® Comprehensive Scholar with their CDA® cohort location and meeting information.

The ECIC provides the DE RISE CDA® Comprehensive Scholars with:

- Intensive professional development
- Tools for advancement from the onset of enrollment in the program.
- Technical assistance to prepare for the CDA® journey.
 - This will be done through discussion, activities and content that aligns with the CDA® core competencies and standards.
- Guidance and assistance of the development of their professional portfolio.
- Support with navigating through the requirements of the CDA®.
- Step-by-step instruction through the final stages of preparation for the credential completion, these include:
 - Content reflections based on ECIC developed rubrics that align with competencies statement expectations.
 - Portfolio submission.
 - Exam preparation including test taking strategies and practice exam.
 - Formal observation.

The ECIC coaching within the CDA® model reinforces the core-competencies, guides reflection, and supports demonstration of CDA® standards through intentional teaching practices.

6.2 Requirements

In addition to the requirements listed in [Section 4. All DE RISE Scholarship Eligibility Requirements](#)

The DE RISE CDA® Comprehensive Scholarship requires the following:

- Signed Child Development Associate (CDA®) Scholarship Participant Agreement (located within the scholarship application).
- Complete all required portfolio tabs according to the deadlines set by the cohort coach.
- Complete all required Quorum classes according to the program schedule (if applicable)
- Provide documentation of the 120 required clock hours of training (if previously completed). If the training has already been completed, the following will be accepted as the 120-clock hours requirement for the CDA® (if documentation is unable to be provided, the scholar must take Quorum):
 - Quorum
 - TECE 1 & 2 (must be both certificates)
 - Smart Horizons - CDA® 1 & CDA® 2 certificate (must be both certificates)
 - Cyperhworx (previously CollaborNation)
 - Child Care Education Institute
 - Learning Care Group
 - Penn Foster College
 - ProSolutions Training
 - Quality Assist
 - Teachstone Training
 - Delaware Institute for Excellence in Early Childhood
 - Penn State Extension
- Required attendance and participation **per month**:
 - Four (4) one-on-one meetings.
 - Two (2) observations
 - Two (2) reflective meetings
 - Two (2) cohort group meetings
 - One (1) in-person

- One (1) virtual

6.3 Fees Covered

The DE RISE CDA® Comprehensive Scholarship covers the following fees:

- Quorum fee for the 120 clock hours of training (if applicable)
- Required materials for the training
- CDA® books
- Fees for Assessment
 - Portfolio
 - Exam
 - Observation

The ECIC will pay the fee for a retest one (1) time. After the one-time retest fee has been paid for by the ECIC a special circumstance approval will need to be made by the ECIC, Executive Director for any additional retesting fees.

6.4 Support Incentives

Technology Support

The ECIC will provide each DE RISE Associate or Bachelor's scholar with a laptop and a license for Microsoft Office Suite upon approval of the application and required documents. The use and responsibility for the laptop follows the guidelines set out by the ECIC as indicated here:

- One (1) ECIC issued laptop and one (1) Microsoft Office Suite® will be given free of charge for the sole use and benefit as a learning tool. Any other programs, software, internet access, etc. will be the DE RISE Scholar's responsibility to purchase and maintain.
- DE RISE Scholars will only receive one (1) laptop and one (1) Microsoft Office Suite for the entire duration as a DE RISE Scholar regardless of any semester(s) or time missed, lapsed time, acceptance in any other DE RISE Scholarship opportunities offered by the ECIC, etc.
- The laptop is being provided for the DE Rise Scholars use during their time as a DE RISE Scholarship participant in conjunction with the ECIC. If a DE RISE Scholar participation comes to an end for any reason before program completion, it is the DE RISE Scholar's responsibility to return the laptop, in good condition to the ECIC.
- DE RISE Scholars are solely responsible for the conduct with which the laptop, its software, and other resources accessed by the laptop are used.
- DE RISE Scholars are responsible in the event that the laptop becomes corrupted, must be reset or replaced, or is lost.
- DE RISE Scholars are responsible for the overall maintenance and upkeep of the laptop including (virus protection).
- DE RISE Scholars must email ECIC@desu.edu within seven (7) calendar days of the date the Laptop Release Agreement was signed to report any technical issues with the laptop and/or Microsoft Office Suite. Any issues after the seven (7) calendar days are the DE RISE Scholar's responsibility.
- All communication services and equipment, including messages transmitted or stored by them, are the sole responsibility of the recipient.
- Normal maintenance and care of the laptop is the responsibility of the scholar.
- Laptops that are lost, stolen, or damaged, will not be replaced.
- If the product key for Microsoft Office Suite is lost, stolen, or damaged, it will not be replaced.

Support Stipend

Each DE RISE CDA® Comprehensive Scholar will receive a one-time support stipend of five hundred dollars (\$500).

The Support Stipend will be issued via direct deposit or by a mailed check depending on the method selected on the DE RISE CDA® Comprehensive Scholarship Application. The Support Stipend will be issued once all the following have been completed and received by the ECIC:

- Attendance and participation in required monthly meetings listed in [Section 6.2 Requirements](#)
- Complete tabs A – E of the CDA® portfolio.
 - Within the first 30 days
 - Tabs A, B, & C
 - Within the first 60 days
 - Tab D
 - Three (3) Resource Collection I
 - 1. CPR and First Aid
 - 2. Weekly Menu
 - 3. Weekly Plan
 - Four (4) parts to the Competency Statement I
 - One (1) Paragraph: How teaching practice meets Core Competency I. *To establish and maintain a safe, healthy learning environment.*
 - Ia: One (1) Paragraph: Menu Reflection
 - Ib: One (1) Paragraph: Room Reflection
 - Ic: One (1) Paragraph: Weekly Plan Reflection
 - Within the first 90 days
 - Tab E
 - Resource Collection II (RCII)
 - RCII-1-RCII-9: Learning Activities
 - Five (5) parts to the Competency Statement I
 - One (1) Paragraph: How teaching practice meets Core Competency II. *To advance physical and intellectual competence.*
 - Ia: One (1) Paragraph: Menu Reflection
 - Ib: One (1) Paragraph: Room Reflection
 - Ic: One (1) Paragraph: Weekly Plan Reflection
- DE RISE Scholarship Laptop Release Agreement
- Authorization for use of Image, Voice, Performance, Artwork or Likeness (Photo Release) Form
- Early Childhood Innovation Center (ECIC) Informed Consent Form
- **Code of Conduct Form (in final development stages to be added)**

6.5 Completion Stipend

A DE RISE CDA® Comprehensive Scholar may apply to receive a one-time **one-thousand-dollar (\$1,000)** completion stipend if the following criteria has been met:

- Completion of the CDA® Credential from the National Council for Professional Recognition while participating in the DE RISE CDA® Comprehensive Scholarship program.
 - An official CDA® Credential certificate must be provided to the ECIC for review to validate the completion.

- Maintain (6) months or nine (9) months (ONLY available to programs that are open part time such as before and after school care) of consecutive employment for at least twenty (20) hours per week in the State of Delaware serving children prenatally through 2nd grade and/or their families. The six (6) months of consecutive employment requirement will begin based on the date indicated on the DE RISE CDA® Comprehensive Scholar's CDA® Credential certificate. Employment includes but is not limited to:
 - Family child care providers
 - Large family child care providers
 - Center-based assistant teachers
 - Center-based teachers
 - Center-based curriculum coordinators
 - Center-based administrators
 - Part C service coordinators
 - Allied health professionals
 - Mental health contractors,
 - Department of Health and Social Services (DHSS) case managers
 - Home visitors
 - School-based teachers
 - School-based principals

6.6 Withdraw or Lapse

A DE RISE CDA® Comprehensive Scholar may have circumstances that lead to the withdrawal from a CDA® cohort. If this is to happen the DE RISE CDA® Comprehensive Scholar MUST do the following within 24 to 48 hours prior to the withdraw:

1. Notify the CDA® Cohort Coach
2. The CDA Cohort Coach will then notify the ECIC CDA® Coordinator
3. On a case-by-case review the ECIC CDA® Coordinator will contact the DE RISE CDA® Comprehensive Scholar if needed.

The ECIC will make exceptions about continued eligibility for the DE RISE CDA® Comprehensive Scholarship and related stipends on a case-by-case basis.

If you do not show any engagement within thirty (30) days you will be withdrawn from the program.

6.7 Application Process

The ECIC will provide the DE RISE CDA® Comprehensive Scholarship applications through the DelawareECE portal <https://portal.delawareece.com/>. All applicants must complete and submit the application online.

New Applicants

The DE RISE CDA® Comprehensive Scholarship application will open for new applicants each Spring. See the DelawareECE portal <https://portal.delawareece.com/>.

Required Documentation

The following documents are required to be uploaded to the DE RISE CDA® Comprehensive Scholarship application or signed:

- Copy of your High School Diploma
 - An official/unofficial transcript or diploma of a completed Bachelor's or higher degree can be uploaded in lieu of a High School Diploma.

- See [Section 4. All DE RISE Scholarships](#) for detailed information regarding high school diplomas that will not be accepted.
- Two (2) of your most recent paystubs
- Voided Check or A Direct Deposit Authorization form (can be requested from your bank)
 - This is for the stipend payments
- Completed W-9 form. [Click here to download the W-9 from the official IRS website](#)
- Signed DE RISE CDA® Comprehensive Scholarship Agreement

6.8 Application Review and Decision Process

After the DE RISE CDA® Comprehensive Scholarship application is submitted by the applicant, the CDA® Coordinator will review the application.

If during the review process any documents or information needs to be corrected or clarification is needed, the applicant will receive a “More Information” email requesting clarification or missing documents. **Applicants will have forty-eight (48) hours to make the requested updates.**

Approval and ineligibility letters will be issued to the DE RISE Comprehensive CDA® Scholarship applicant via the email address listed in the application no later than twenty (20) business days after the DE RISE Comprehensive CDA® Scholarship application closes.

6.9 Voucher Process

DE RISE CDA® Comprehensive Scholar will be issued a voucher directly from the Council for Professional Recognition to use to pay for their assessment fee. The voucher will only be issued once all the following have been completed and received by the ECIC:

- Attendance and participation in required monthly meetings listed in [Section 6.2 Requirements](#)
- CDA® cohort coach has reviewed the required documentation and portfolio accuracy/completion and has certified that it is completed.
- Completed Portfolio (tabs A-J)
- DE RISE Scholarship Laptop Release Agreement
- Authorization for use of Image, Voice, Performance, Artwork or Likeness (Photo Release) Form
- Early Childhood Innovation Center (ECIC) Informed Consent Form

Once this voucher has been issued the DE RISE CDA® Comprehensive Scholar must use the voucher within the timeline set forth by the ECIC not to exceed six (6) months.

7. DE RISE CDA® Self-Guided Scholarship

DE RISE CDA® Comprehensive Scholars have the opportunity to transition to the DE RISE CDA® Self-Guided Scholarship after sixty (60) days of from the start of the DE RISE CDA® Comprehensive cohort. The following requirements must be met along with the final decision being made by the ECIC, CDA® Coordinator based off information and documentation from the coach.

- Completion of the first eight (8) Quorum classes provided by the coach (if applicable).
- CDA® portfolio tabs A – D and resource collection and competencies statements completed as outlined in the CDA® competency book aligned with the pathway selected.
- Consistently engaged in a minimum of three (3) to four (4) interactions to include cohort meetings and individual meeting times with coach.

If an applicant has already received an associate or bachelor’s degree in early childhood education, they are not eligible for the ECIC DE RISE CDA® Self-Guided Scholarship.

Administrators in an early childhood program who are not actively teaching in a classroom are not eligible for the ECIC DE RISE CDA® Self-Guided Scholarship per the CDA® Council for Professional Recognition.

7.1 CDA® Self-Guided Scholarship Cohort Assignment

The DE RISE CDA® Self-Guided Scholarship is a cohort model that prepares DE RISE CDA® Self-Guided Scholars to meet all the requirements for the national CDA® credential from the Council for Professional Recognition.

The ECIC provides the DE RISE CDA® Self-Guided Scholars with:

- Professional development.
- Tools for advancement from the onset of enrollment in the program.
- Technical assistance to prepare for the CDA® journey.
- Instruction for the development of their professional portfolio.
- Documentation of the requirements of the CDA®.
- Guidance through the final steps of preparation that insist upon success, these include:
 - Periodic portfolio reviews.
 - Exam preparation including test taking strategies and practice exam.

7.2 Requirements

In addition to the requirements listed in [Section 4. All DE RISE Scholarship Eligibility Requirements](#)

The DE RISE CDA® Self-Guided Scholarship requires the following:

- Signed Child Development Associate (CDA®) Scholarship Participant Agreement (located within the scholarship application.)
- Complete all required portfolio tabs according to the deadlines set by the cohort coach.
- Complete all required Quorum classes according to the program schedule (if applicable)
- Provide documentation of the 120 required clock hours of training (if applicable – this is not a requirement). If the training has already been completed, the following will be accepted in lieu of the 120-clock hour requirement for the CDA® (If documentation is unable to be provided, the scholar must take Quorum):
 - Quorum
 - TECE 1 & 2 (must be both certificates)
 - Smart Horizons - CDA® 1 & CDA® 2 certificate (must be both certificates)
 - Cyperhworx (previously CollaborNation)
 - Child Care Education Institute
 - Learning Care Group
 - Penn Foster College
 - ProSolutions Training
 - Quality Assist
 - Teachstone Training
 - Delaware Institute for Excellence in Early Childhood
 - Penn State Extension

Required attendance and participation in two (2) one-on-one meetings (in-person or virtual) per month.

7.3 Fees Covered

The DE RISE CDA® Self-Guided Scholarship covers the following fees:

- Quorum fee for the 120 learning hours (if applicable)

- Required materials for the training
- CDA® books
- Fees for Assessment
 - Portfolio
 - Exam
 - Observation

7.4 Support Incentives

Technology Support

The ECIC will provide each DE RISE Associate or Bachelor's scholar with a laptop and a license for Microsoft Office Suite upon approval of the application and required documents. The use and responsibility for the laptop follows the guidelines set out by the ECIC as indicated here:

- One (1) ECIC issued laptop and one (1) Microsoft Office Suite® will be given free of charge for the sole use and benefit as a learning tool. Any other programs, software, internet access, etc. will be the DE RISE Scholar's responsibility to purchase and maintain.
- DE RISE Scholars will only receive one (1) laptop and one (1) Microsoft Office Suite for the entire duration as a DE RISE Scholar regardless of any semester(s) or time missed, lapsed time, acceptance in any other DE RISE Scholarship opportunities offered by the ECIC, etc.
- The laptop is being provided for the DE Rise Scholars use during their time as a DE RISE Scholarship participant in conjunction with the ECIC. If a DE RISE Scholar participation comes to an end for any reason before program completion, it is the DE RISE Scholar's responsibility to return the laptop, in good condition to the ECIC.
- DE RISE Scholars are solely responsible for the conduct with which the laptop, its software, and other resources accessed by the laptop are used.
- DE RISE Scholars are responsible in the event that the laptop becomes corrupted, must be reset or replaced, or is lost.
- DE RISE Scholars are responsible for the overall maintenance and upkeep of the laptop including (virus protection).
- DE RISE Scholars must email ECIC@desu.edu within seven (7) calendar days of the date the Laptop Release Agreement was signed to report any technical issues with the laptop and/or Microsoft Office Suite. Any issues after the seven (7) calendar days are the DE RISE Scholar's responsibility.
- All communication services and equipment, including messages transmitted or stored by them, are the sole responsibility of the recipient.
- Normal maintenance and care of the laptop is the responsibility of the scholar.
- Laptops that are lost, stolen, or damaged, will not be replaced.
- If the product key for Microsoft Office Suite is lost, stolen, or damaged, it will not be replaced.

Support Stipend

Each DE RISE CDA® Self-Guided Scholar will have received a one-time support stipend of five hundred dollars (\$500).

The Support Stipend will be issued via direct deposit or by a mailed check depending on the method selected on the DE RISE CDA® Self-Guided Scholarship Application. The Support Stipend will be issued once all the following have been completed and received by the ECIC:

- Attendance and participation in required monthly meetings listed in [Section 7.2 Requirements](#)
- Complete tabs A – E of the portfolio.
- DE RISE Scholarship Laptop Release Agreement

- Authorization for use of Image, Voice, Performance, Artwork or Likeness (Photo Release) Form
- Early Childhood Innovation Center (ECIC) Informed Consent Form

7.5 Completion Stipend

A DE RISE CDA® Self-Guided Scholar may apply to receive a one-time **one-thousand-dollar (\$1,000)** completion stipend if the following criteria has been met:

- Completion of the CDA® Credential from the National Council for Professional Recognition while participating in the DE RISE CDA® Self-Guided Scholarship program.
 - An official CDA® Credential certificate must be provided to the ECIC for review to validate the completion.
- Maintain (6) months or nine (9) months (ONLY available to programs that are open part time such as before and after school care) of consecutive employment for at least twenty (20) hours per week in the State of Delaware serving children prenatally through 2nd grade and/or their families. The six (6) months of consecutive employment requirement will begin based on the date indicated on the DE RISE CDA® Self-Guided Scholar’s CDA® Credential certificate.

Employment includes but is not limited to:

- Family child care providers
- Large family child care providers
- Center-based assistant teachers
- Center-based teachers
- Center-based curriculum coordinators
- Center-based administrators
- Part C service coordinators
- Allied health professionals
- Mental health contractors,
- Department of Health and Social Services (DHSS) case managers
- Home visitors
- School-based teachers
- School-based principals

7.6 Withdraw or Lapse

A DE RISE CDA® Self-Guided Scholar may have circumstances that lead to the withdrawal from a CDA® cohort. If this is to happen the DE RISE CDA® Self-Guided Scholar MUST do the following within 24 to 48 hours prior to the withdraw:

4. Notify the ECIC CDA® Coordinator
5. Set up a meeting with the ECIC CDA® Coordinator
 - a. This meeting will determine if there are supports available so that the withdrawal is not needed or to establish that it is in the best interest of the DE RISE CDA® Self-Guided Scholar to withdraw from the CDA® Cohort.

The ECIC will make exceptions about continued eligibility for the DE RISE CDA® Self-Guided Scholarship and related stipends on a case-by-case basis.

If you do not show any engagement within thirty (30) days you will be withdrawn from the program.

7.7 Application Process

Please refer to section 6.7

7.8 Application Review and Decision Process

Please refer to section 6.8

7.9 Voucher Process

DE RISE CDA® Self-Guided Scholar will be issued a voucher directly from the Council for Professional Recognition to use to pay for their assessment fee. The voucher will only be issued once all the following have been completed and received by the ECIC:

- Attendance and participation in required monthly meetings listed in [Section 7.2 Requirements](#)
- Completed Portfolio (tabs A-J)
- DE RISE Scholarship Laptop Release Agreement
- Authorization for use of Image, Voice, Performance, Artwork or Likeness (Photo Release) Form
- Early Childhood Innovation Center (ECIC) Informed Consent Form

Once this voucher has been issued the DE RISE CDA® Self-Guided Scholar must use the voucher within the timeline set forth by the ECIC not to exceed six (6) months.

8. DE RISE CDA® Voucher Only Scholarship

If an applicant has already received an associate or bachelor's degree in early childhood education are not eligible for the ECIC DE RISE CDA® Voucher Only Scholarship.

Administrators in an early childhood program who are not actively teaching in a classroom are not eligible for the ECIC DE RISE CDA® Voucher Only Scholarship per the CDA® Council for Professional Recognition.

The DE RISE CDA® Voucher Only Scholarship is to support professionals who may already be working on their Child Development Associate. The DE RISE CDA® Voucher Only Scholarship does not provide any help or support from the ECIC to meet the requirements for the national CDA® Credential from the Council for Professional Recognition.

8.1 Requirements

In addition to the requirements listed in [Section 4. All DE RISE Scholarship Eligibility Requirements](#) The DE RISE CDA® Voucher Only Scholarship requires the following:

- Sign the Child Development Associate (CDA®) Scholarship Participant Agreement (located within the scholarship application)
- The applicant has completed their CDA® portfolio and is ready to schedule their visit and exam.

8.2 Fees Covered

The DE RISE CDA® Voucher Only Scholarship covers the Assessment fee paid directly to the Council for Professional Recognition.

8.3 Support Incentives

There is no support incentive for the DE RISE CDA® Voucher Only Scholarship.

8.4 Completion Stipend

A DE RISE CDA® Voucher Only Scholar may apply to receive a one-time **one-thousand-dollar (\$1,000)** completion stipend if the following criteria has been met:

- The CDA® Assessment Fee **MUST** be paid for by using the CDA® voucher that was issued by the ECIC.

- Completion of the CDA® Credential from the National Council for Professional Recognition while participating in the DE RISE CDA® Voucher Only Scholarship program.
 - An official CDA® Credential certificate must be provided to the ECIC for review to validate the completion.
- Maintain (6) months or nine (9) months (ONLY available to programs that are open part time such as before and after school care) of consecutive employment for at least 20 hours per week in the State of Delaware serving children prenatally through 2nd grade and/or their families. The six (6) months of consecutive employment requirement will begin based on the date indicated on the DE RISE CDA® Voucher Only Scholar's CDA® Credential certificate. Employment includes but is not limited to:
 - Family child care providers
 - Large family child care providers
 - Center-based assistant teachers
 - Center-based teachers
 - Center-based curriculum coordinators
 - Center-based administrators
 - Part C service coordinators
 - Allied health professionals
 - Mental health contractors,
 - Department of Health and Social Services (DHSS) case managers
 - Home visitors
 - School-based teachers
 - School-based principals

8.5 Use of Voucher

Upon approval of the DE RISE CDA® Voucher Only Scholarship application the DE RISE CDA® Voucher Only Scholar will be issued a voucher from the Council for Professional Recognition to use to pay for their assessment fee. Once this voucher has been issued the DE RISE CDA® Voucher Only Scholar must use the voucher within 90 days.

8.6 Application Process

The ECIC will provide the DE RISE CDA® Voucher Only Scholarship applications through the DelawareECE portal <https://portal.delawareece.com/>. All applicants must complete and submit the application online. This application is open year-round.

Required Documentation

The following documents are required to be uploaded to the DE RISE CDA® Voucher Only Scholarship application or signed:

- Copy of your High School Diploma
 - An official/unofficial transcript or diploma of a completed Bachelor's or higher degree can be uploaded in lieu of a High School Diploma.
 - See [Section 4. All DE RISE Scholarships](#) for detailed information regarding high school diplomas that will not be accepted.
- Two (2) of your most recent paystubs
- Voided Check or A Direct Deposit Authorization form (can be requested from your bank)
 - This is for the completion stipend
- Completed W-9 form. [Click here to download the W-9 from the official IRS website](#)
- Signed DE RISE CDA® Voucher Only Scholarship Agreement

8.7 Application Review and Decision Process

After the DE RISE CDA® Voucher Only Scholarship application is submitted by the applicant, the Career Advisement Coordinator will review the application.

If during the review process any documents or information need to be corrected or clarification is needed. The applicant will receive a “More Information” email requesting clarification or missing documents. Applicants will have forty-eight (48) hours to make the requested updates.

Approval and ineligibility letters will be issued to the DE RISE CDA® Voucher Only Scholarship applicant via the email address listed in the application no later than fifteen (15) business days after the DE RISE CDA® Voucher Only Scholarship application was submitted.

9. DE RISE CDA® Renewal Scholarship

The DE RISE CDA® Renewal Scholarship is to support Delaware ECE professionals who already have their valid CDA® credential. The DE RISE CDA® Renewal Scholarship does not provide any help or support from the ECIC to meet the requirements for the national CDA® credential from the Council for Professional Recognition.

The ECIC will only pay the CDA® Renewal fee one (1) time per classification.

9.1 Requirements

In addition to the requirements listed in [Section 4. All DE RISE Scholarship Eligibility Requirements](#) The DE RISE CDA® Renewal Only Scholarship requires the following:

- Have a valid CDA® credential from the Council for Professional Recognition that is expiring within the next six (6) months.
- Sign the Child Development Associate (CDA®) Renewal Scholarship Participant Agreement (located within the scholarship application).

9.2 Fees Covered

The DE RISE CDA® Renewal Scholarship covers the renewal fee paid directly to the Council for Professional Recognition.

9.3 Support Incentives

There is no support incentive for the DE RISE CDA® Renewal Scholarship

9.4 Completion Stipend

There is no completion stipend for the DE RISE CDA® Renewal Scholarship.

9.5 Use of Voucher

Upon approval of the DE RISE CDA® Renewal Only Scholarship application the DE RISE CDA® Renewal Scholar will be issued a voucher from the Council for Professional Recognition to use to pay for their renewal application fee. Once this voucher has been issued the DE RISE CDA® Renewal Scholar must use the voucher within 90 days.

9.6 Application Process

The ECIC will provide the DE RISE CDA® Renewal Only Scholarship applications through the DelawareECE portal <https://portal.delawareece.com/>. All applicants must complete and submit the application online. This application is open year-round.

Required Documentation

The following documents are required to be uploaded to the DE RISE CDA® Renewal Scholarship application or signed:

- Copy of your valid CDA® credential from the Council for Professional Recognition that is expiring within the next six (6) months.
- Two (2) of your most recent paystubs
- Signed DE RISE CDA® Renewal Scholarship Agreement

9.7 Application Review and Decision Process

After the DE RISE CDA® Renewal Scholarship application is submitted by the applicant, the Career Advisement Coordinator will review the application.

If during the review process any documents or information need to be corrected or clarification is needed. The applicant will receive a “More Information” email requesting clarification or missing documents. Applicants will have forty-eight (48) hours to make the requested updates.

Approval and ineligibility letters will be issued to the DE RISE CDA® Renewal Scholarship applicant via the email address listed in the application no later than fifteen (15) business days after the DE RISE CDA® Renewal Scholarship application was submitted.

10. DE RISE CDA® High School Scholarship

The DE RISE CDA® High School Scholarship is to support current Delaware high school students in an approved ECE program.

10.1 Fees Covered

The DE RISE CDA® High School Scholarship covers the assessment fee paid directly to the Council for Professional Recognition.

10.2 Support Incentives

There is no support incentive for the DE RISE CDA® High School Scholarship

10.3 Completion Stipend

A DE RISE CDA® High School Scholar may apply to receive a one-time **one-thousand-dollar (\$1,000)** completion stipend if the following criteria has been met:

- Graduated High School
- Eighteen (18) years of age
- Completion of the CDA® Credential from the National Council for Professional Recognition while participating in the DE RISE CDA® High School Scholarship program.
 - An official CDA® Credential certificate must be provided to the ECIC for review to validate the completion.
- Maintain (6) months or nine (9) months (ONLY available to programs that are open part time such as before and after school care) of consecutive employment for at least 20 hours per week in the State of Delaware serving children prenatally through 2nd grade and/or their families. The six (6) months of consecutive employment requirement will begin based on the date indicated on the DE RISE CDA® High School Scholar’s CDA® Credential certificate. Employment includes but is not limited to:
 - Family child care providers
 - Large family child care providers

- Center-based assistant teachers
- Center-based teachers
- Center-based curriculum coordinators
- Center-based administrators
- Part C service coordinators
- Allied health professionals
- Mental health contractors,
- Department of Health and Social Services (DHSS) case managers
- Home visitors
- School-based teachers
- School-based principals

10.4 Use of Voucher

Upon approval of the DE RISE CDA® High School Scholarship application the DE RISE CDA® High School Scholar will be issued a voucher from the Council for Professional Recognition to use to pay for their assessment fee. Once this voucher has been issued the DE RISE CDA® High School Scholar must use the voucher within 90 days.

10.5 Application Process

The ECIC will provide the DE RISE CDA® High School Scholarship applications through the DelawareECE portal <https://portal.delawareece.com/>. All applicants must complete and submit the application online. This application is open year-round.

Required Documentation

The DE RISE CDA® High School Scholarship Agreement is required to be signed.

Application Review and Decision Process

After the DE RISE CDA® High School Scholarship application is submitted by the applicant, the Career Advisement Coordinator will review the application.

If during the review process any documents or information need to be corrected or clarification is needed. The applicant will receive a “More Information” email requesting clarification or missing documents. Applicants will have forty-eight (48) hours to make the requested updates.

Approval and ineligibility letters will be issued to the DE RISE CDA® High School Scholarship applicant via the email address listed in the application and copied to their ECE teacher no later than fifteen (15) business days after the DE RISE CDA® High School Scholarship application was submitted.

11. DE RISE Quorum Scholarship

The DE RISE Quorum Scholarship is to support Delaware ECE professionals that need to obtain their one hundred twenty (120) clock hours of training. The one hundred twenty (120) clock hours is through Quorum only.

11.1 Requirements

In addition to the requirements listed in [Section 4. All DE RISE Scholarship Eligibility Requirements](#) The DE RISE Quorum Scholarship requires the following:

- Sign the Child Development Associate (CDA®) Scholarship Participant Agreement (See Appendix B).

11.2 Fees Covered

The DE RISE Quorum Scholarship covers a one (1) year membership to Quorum.

11.3 Support Incentives

There is no support incentive for the DE RISE Quorum Scholarship.

11.4 Completion Stipend

There is no completion stipend for the DE RISE Quorum Scholarship.

11.5 Application Process

The ECIC will provide the DE RISE Quorum Scholarship applications through the DelawareECE portal <https://portal.delawareece.com/>. All applicants must complete and submit the application online. This application is open year-round.

Required Documentation

The following documents are required to be uploaded to the DE RISE Quorum Scholarship application or signed:

- Copy of your High School Diploma
 - An official/unofficial transcript or diploma of a completed Bachelor's or higher degree can be uploaded in lieu of a High School Diploma.
 - See [Section 4 All DE RISE Scholarships](#) for detailed information regarding high school diplomas that will not be accepted.
- Two (2) of your most recent paystubs
- Signed DE RISE Quorum Scholarship Agreement

11.6 Application Review and Decision Process

After the DE RISE Quorum Scholarship application is submitted by the applicant, the Career Advisement Coordinator will review the application.

If during the review process any documents or information need to be corrected or clarification is needed. The applicant will receive a "More Information" email requesting clarification or missing documents. Applicants will have forty-eight (48) hours to make the requested updates.

Approval and ineligibility letters will be issued to the DE RISE Quorum Scholarship applicant via the email address listed in the application no later than fifteen (15) business days after the DE RISE Quorum Scholarship application was submitted.

11.7 Quorum Account Activation

Upon approval of the DE RISE Quorum Scholarship application submitted between the first (1st) and tenth (10th) of the month, their Quorum account will be active beginning the first (1st) business day of the following month.

DE RISE Quorum Scholars will receive an email from the Quorum help desk on or before the first (1) business day that contains an activation link to activate their Quorum account. This activation link will expire in seventy-two (72) hours from the time the email was sent. If it does happen to expire, the DE RISE Quorum Scholar will need to email support@teachingstrategies.com or call 866-736-5913 for a new activation link.

12. Referral Incentive – Under Development

The ECIC DE RISE Referral Incentive aims to encourage and acknowledge both current and past scholars who refer individuals that not only enroll but also successfully complete the DE RISE scholarship program.

12.1 Referral Eligibility

To qualify for the referral incentive, one must be an active DE RISE Scholar in good standing.

Referrals must be individuals who haven't previously taken part in any of the ECIC DE RISE Scholarship programs.

12.2 Referral Process

Under development, to be added at a later date.

13. Tax Responsibilities

All DE RISE Scholarship Scholars will be issued a 1099-MISC form (miscellaneous income) if they received any support, milestone, and/or completion stipends each tax year. The ECIC is not responsible or liable for any tax reporting or financial liability that may apply to DE RISE Scholarship Scholars if they received any support, milestone, and/or completion stipends. The ECIC recommends DE RISE Scholarship Scholars to contact services that are experts in federal, state, and local tax preparation.

14. Document Retention and Confidentiality

The ECIC through the integrated data portal (www.delawareece.com) will retain all records related to the scholarship program, including applications, determinations to approve or reject an application, forms and agreements, payment information, and advising notes and reports.

The ECIC will maintain the confidentiality of such information. Student records shall not be available for public inspection and shall not be divulged to unauthorized persons, nor shall their contents or existence be disclosed to the public.

No person or entity receiving information concerning a student shall publish or use the information for any purpose other than that for which the ECIC or the Delaware Department of Education grants access.

Appendix A: Glossary

| | |
|---|---|
| Applicant | Individual that has submitted a scholarship application but has not yet been approved to receive a scholarship |
| Associate degree | Associate of Arts or Associate of Science in Early Childhood Education |
| Bachelor's Degree | Bachelor of Arts or Bachelor of Applied Sciences in Early Childhood Education or other approved majors by the Department of Education. |
| CDA® Credential | Child Development Associate Credential awarded by the Council for Professional Recognition after successful completion of 120 hours of training, portfolio submission, observation, and exam. |
| CDA® Cohort | Scholars pursuing the CDA® credential who meet with a coach as a specified group |
| ECAP - Early Childhood Assistance Program | ECAP is Delaware's state-funded early care and education program. |
| ECE Professional | Individuals engaging in career advisement with ECIC. |
| Early Childhood Educator | A person working directly with infants, toddlers, or preschool children in early care and education. |
| ECIC | The Early Childhood Innovation Center at Delaware State University |
| Electronic Funds Transfer (EFT) | A direct deposit payment to a consumer bank account. |
| Financial Aid | Amount of tuition and required fees for a CDA® credential or approved degree program |
| Satisfactory academic Progress | Satisfactory academic progress means at least a 2.5 grade point average (GPA) each semester |
| Scholar | Approved scholarship recipient that has signed a participant agreement and has not withdrawn from the scholarship and has maintained eligibility. |
| Scholarship | The scholarship is financial assistance, paid directly to the institution or organization. |
| Participant Agreement | The official, binding document that identifies the scholarship participant and the ECIC's responsibilities for the individual's scholarship. The contract must be signed by the scholarship participant and a representative of the ECIC. |
| Semester | Semesters are determined by the institution of higher education, including winter and summer terms |
| The Delaware ECE Portal | The system used by the ECIC to maintain records, manage data, and disperse support stipends to scholarship participants. |